

Public Service Commission

# Submission & Approval Process User Guide

Annual Workforce Profile Collection

June 2023



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public service

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# 1. Introduction

## 1.1 The Public Service Commission's Workforce Profile

The Public Service Commissioner is an independent statutory officer appointed under the Government Sector Employment Act 2013 (GSE Act). The PSC supports the Commissioner in the exercise of their functions.

Under the GSE Act, the Commissioner is to submit an annual report to the Premier on the state of the government sector, including an analysis of government sector workforce data.

The workforce profile data is a foundational element of this annual report, and the PSC collects this data from all NSW Government Departments and agencies. Any whole-of-sector workforce reporting is delivered using the workforce profile data.

The PSC's Workforce Profile is a data collection on the characteristics of NSW public sector employment to support evidence-based decisions. The data collected broadly covers four groups of data relating to employment, role, leave and payroll. It includes demographic information such as age, gender, diversity group membership and work location, as well as employment information such as hours worked, leave patterns, remuneration and mobility within the sector.

## 1.2 Purpose of the user guide

The user guide assists Submitters and Approvers with:

- System access
- Data preparation and submissions
- Reviewing data quality reports, and
- Approval processes

## 1.3 What if I need help?

Contact details are:

Website: <http://www.psc.nsw.gov.au>

Email: [PSC\\_DataCollection@psc.nsw.gov.au](mailto:PSC_DataCollection@psc.nsw.gov.au)

Phone: +612 9272 6123

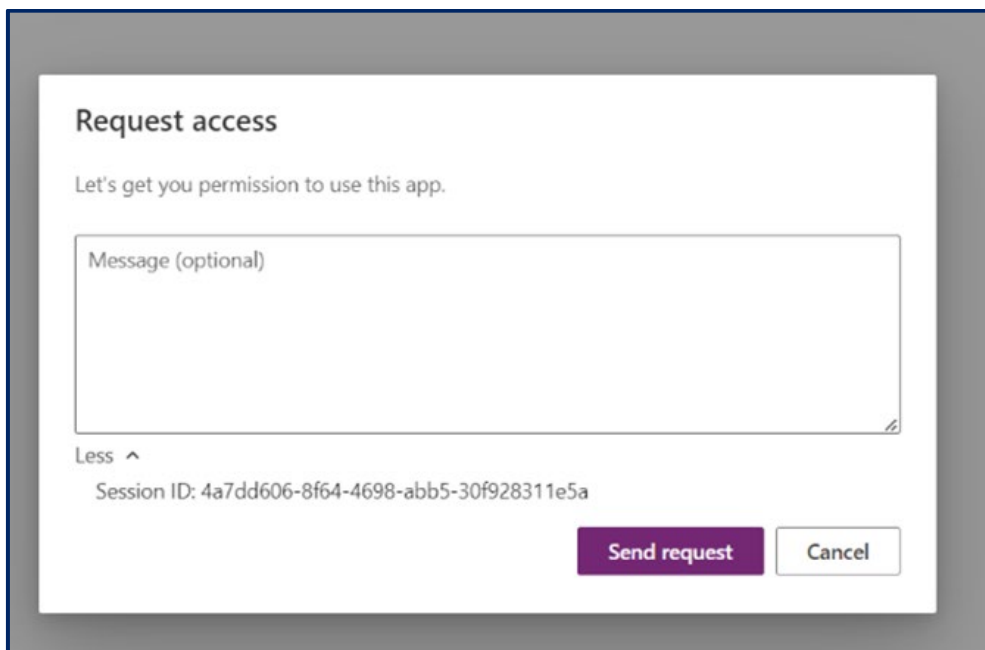
# 2. Access to the data submission portal

## 2.1 System access for submitters

Authorised submitters will have access to the data submission portal via a link. If you have not received the link, please contact your PSC collection Buddy.

## 2.2 Issues with access

If there are access issues, you can request access via the pop-up window or contact your PSC Buddy. Note, users will only be granted access if we have written authorisation from the relevant senior executive in their department or agency.



**Request access**

Let's get you permission to use this app.

Message (optional)

Less ^

Session ID: 4a7dd606-8f64-4698-abb5-30f928311e5a

**Send request** Cancel

Figure 1. Requesting access to the data submission portal

# 3. Data preparation and submission

## 3.1 Preparing data for upload

All data files must be in CSV format.

A CSV template that aligns to the Data Specifications for the 2023 Annual Workforce Profile Collection is available for download on the **PSC website**.

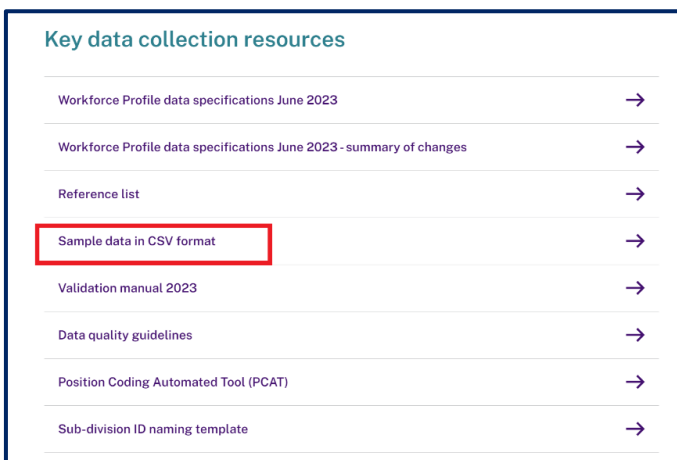


Figure 2. Key resources on the PSC website

Please check the following when creating the file:

- The CSV file must have one header row
- Data items will need to be in the correct order as per csv template
- Commas are not accepted in any columns, replace them with character punctuations such as a dash, colon, or semi-colon
- There should be no trailing spaces
- Mandatory fields cannot be blank
- Data fields must be of the correct data type, for example, numeric fields cannot contain text

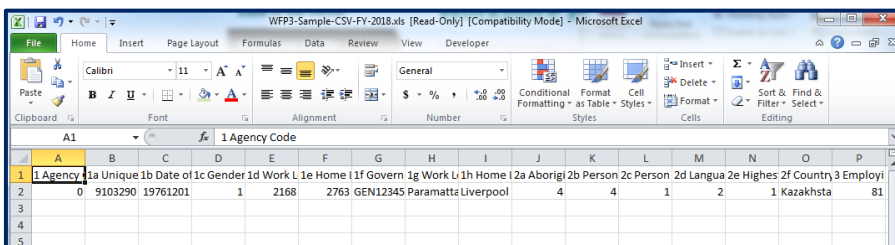


Figure 3. Sample data in CSV format

**Useful links:**

**Data specifications:**

[https://www.psc.nsw.gov.au/sites/default/files/2023-05/wfp5\\_-\\_data\\_specifications\\_workforce\\_profile\\_june\\_2023.pdf](https://www.psc.nsw.gov.au/sites/default/files/2023-05/wfp5_-_data_specifications_workforce_profile_june_2023.pdf)

**CSV format template**

<https://www.psc.nsw.gov.au/sites/default/files/2023-05/wfp4-sample-csv-fy-2023.csv>

## 3.2 Uploading and submitting a data file

Navigate to the Public Service Commission 2023 Workforce Profile collection data submission portal via the link provided.

- Click to Upload a File
- Select the file on your computer and Click Open to upload it
- Alternatively, you can drag and drop files to upload them
- Click Submit uploaded file(s)

Submitters can upload and submit multiple files each time. If you have any difficulty in the upload, this may relate to file size, and you can alternatively upload and submit in multiple sessions.

Chrome is the preferred browser for the submission portal. If you experience any difficulties with your submissions, contact your PSC Collection Buddy.

Submitted files are scanned for the following issues:

- Incorrect file format (not CSV)
- Missing Division ID or IDs

Error messages will be generated if either of these issues are identified. If no issues are present in file(s) the system confirms the successful submission.

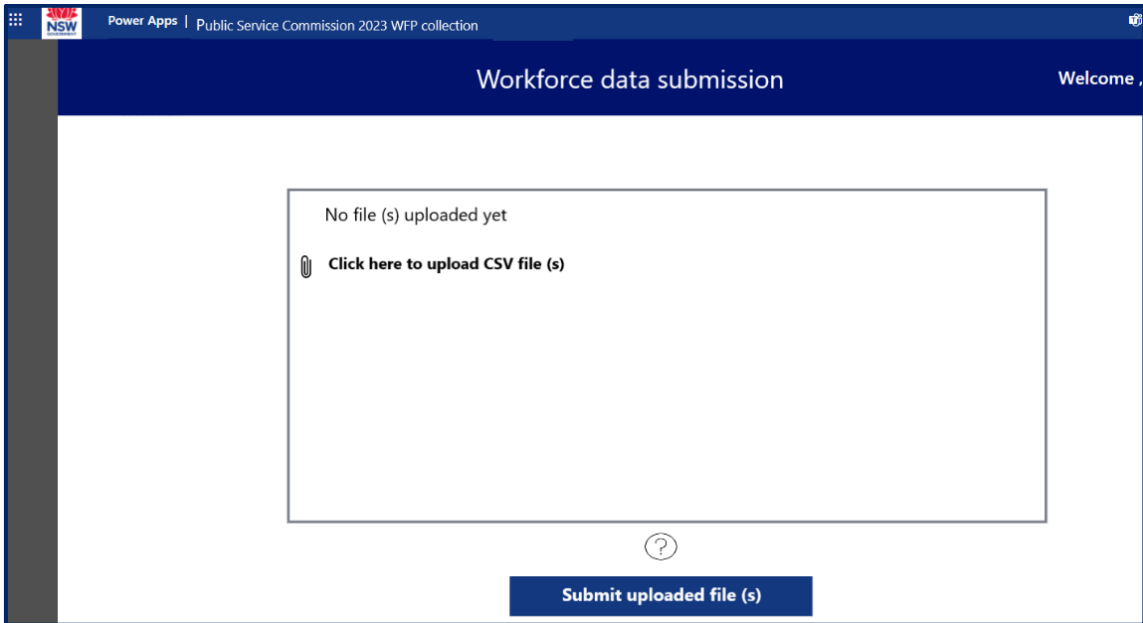


Figure 4. File upload and submission page

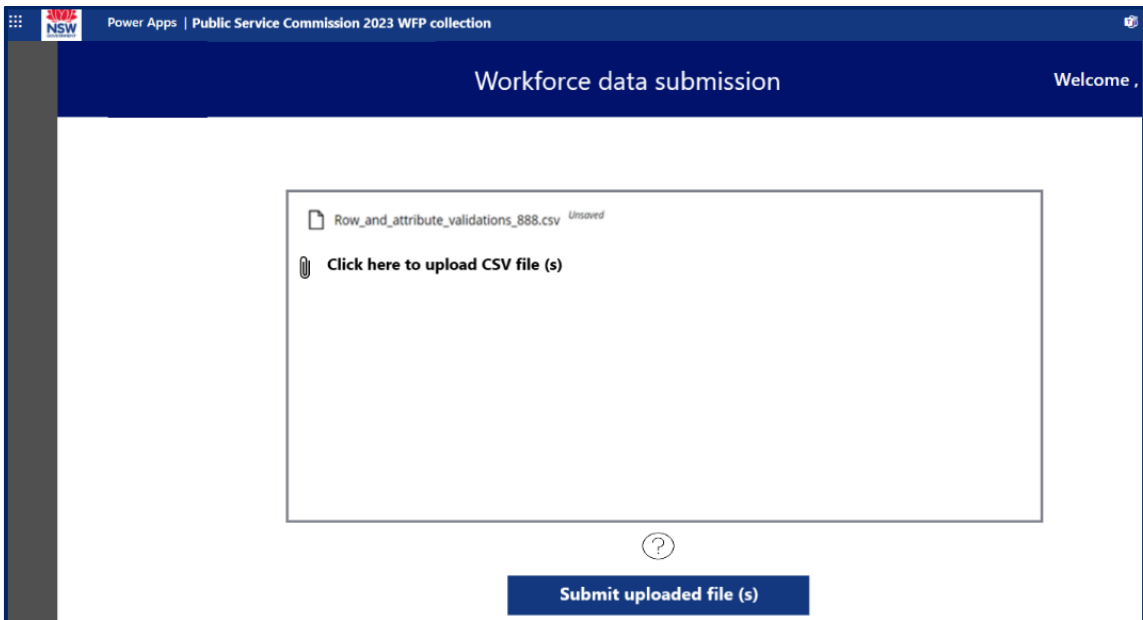


Figure 5. Example of an uploaded file ready to be submitted

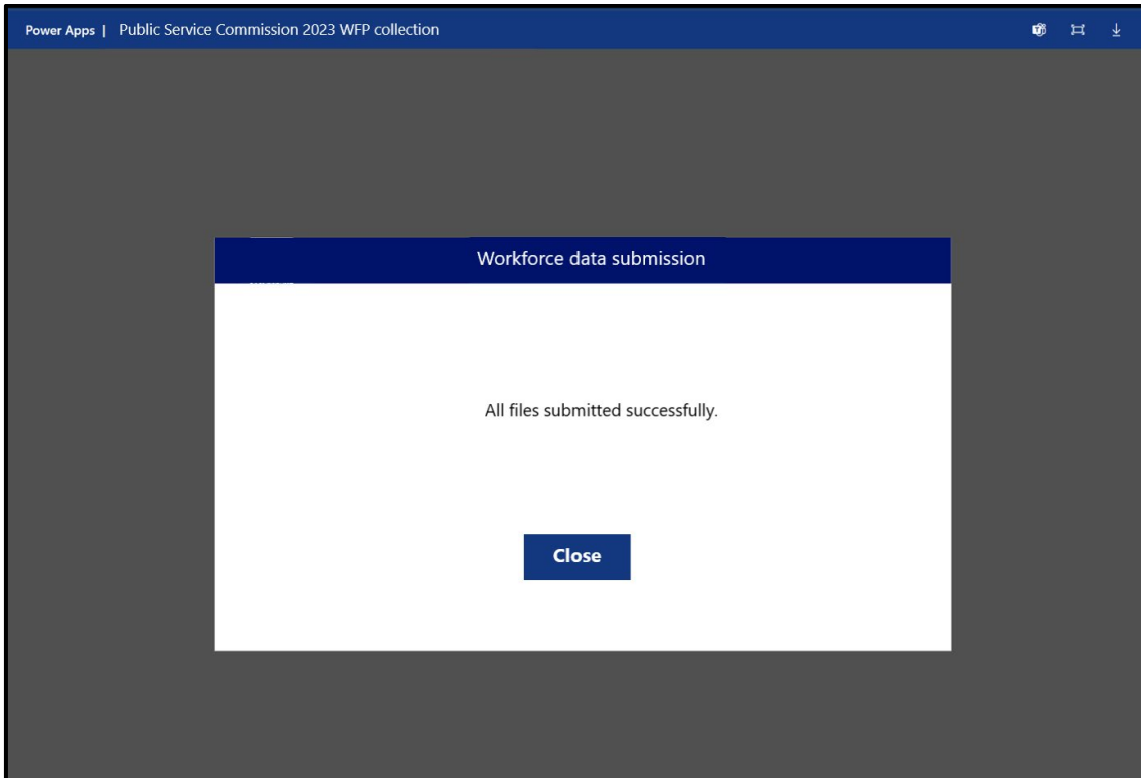


Figure 6. Confirmation of files successfully submitted to the PSC

## 3.3 Validation results

PSC buddies will run validations on successfully submitted files and upload the output, including commentary, in secure MS Teams for submitters to access.

Submitters will receive an email when the files are available for their review so they can fix Criticals, Errors and Warnings and resubmit the corrected data.

### 3.3.1 Correcting Criticals and Errors

The files in MS Teams will include aggregated criticals and errors, along with commentary using PSC's QA tool.

All Criticals and Errors need to be fixed in the original data file and the corrected data resubmitted via the submission portal.



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### **3.3.2 Reviewing Warnings and correcting data**

PSC Buddies will highlight priority items in the warnings file for submitters to review and correct where necessary.

This may result in another resubmission.

## **3.4 Confirm submission**

Submitters advise their PSC Buddies when the errors and warnings have been resolved. PSC will upload the Submitter Report to the MS Teams folder and request confirmation that the data is fit for purpose.

The Submitter Report includes summary tables of the data for final review so the Submitter can reply to their Buddy with formal confirmation that the data is fit for purpose and ready to for review by the Approver.

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# 4. Approval process

## 4.1 Approve via email

PSC will upload the Approver Report to the MS Teams folder and email the Approver requesting formal approval that the data is fit for purpose.

The Approver Report includes summary tables of the data to enable the Approver to determine if the data is fit for purpose. If the Approver has any queries about the data, they contact the Submitter or PSC Buddy. If any issues are identified, these are corrected by the Submitter and the data is resubmitted.

When the Approver is satisfied the data is fit for purpose, they formally confirm their approval by reply email.

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## Public Service Commission

Level 4, 255 George Street, Sydney NSW 2000  
+61 2 9272 6000 | [psc.nsw.gov.au](http://psc.nsw.gov.au)

